



Discover.

January 29, 2014

RE: Request for Qualifications: Preliminary Engineering Initiatives for an I-70 Bicycle / Pedestrian Facility Project

Dear Consultant:

The City of St. Charles is interested in securing professional services for work associated with:

Preliminary Engineering Initiatives for an I-70 Bicycle / Pedestrian Facility Project

The engineering responsibilities may include but are not limited to the following:

The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, structural plans, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.

A location map for this project, Exhibit A to the project funding agreement, and a copy of the scoring criteria that will be used as the basis for selection is attached for your information.

The project goals, basic scope, and other information are described in the attached Project Charter.

The City will supply digital aerial photography and GIS topography to the consultant selected for the project if requested. The consultant will be required to supplement this information with any necessary surveys.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15CSR 60-15.020) be submitted with your firm's Letter of Interest.

All lead consultant firms submitting qualifications must be approved on MoDOT's prequalification list for bridge design by the closing date of this RFQ.

***Department of
Public Works***

Engineering Division

City of Saint Charles
200 North Second Street
Saint Charles, MO 63301
636.949.3237
www.stcharlescitemo.gov

RFQ RESPONSE INSTRUCTIONS:

I. Roster Requisite (MUST be included for consideration)

In satisfying ordinance compliance, a copy of the firm's State of Missouri Corporate Certificate of Authority (for each professional service applicable - i.e., Architecture, Professional Engineer, or Land Surveying), a copy of individual professional's State of Missouri Registration Certificate, and a letter of intent to assign an applicable professional (the requisite need not designate the individual) to each project awarded. (Note: If this information has been submitted previously, please indicate the date of submission.

Other Requisite Information:

A. "Subcontracted" Professional Services:

Since it is recognized that some firms do not employ all necessary professional disciplines to accomplish a given project in-house and that those firms commonly "subcontract", those firms intending to do so must forward the earlier noted roster requisite information for all firms which will be performing auxiliary "subcontracted" services. An example might be as follows:

The principle firm (Engineering) employs in-house architects, landscape architects, civil engineers (structural and highway design backgrounds) but intends to "subcontract" for geotechnical (soil analysis) services. Roster requisite information on the "subcontracted" firm(s) must be included.

B. Professional Liability:

The principle firm must submit an indication of existing professional liability (errors and omissions) insurance, or the ability to obtain such insurance, in an amount sufficient to cover the estimated construction cost of the project or \$2 million whichever is less.

The principle firm is expected to provide such additional coverage as may be necessary to cover any "subcontracted" services.

II. INITIAL SELECTION FACTOR INFORMATION

The following considerations are intended to be evaluated by the Review Group. The below listings are not in any order of priority.

A. General experience and capabilities in the type of work required:

1. Preparation of construction plans for roadway construction
2. Construction cost efficiency (value engineering)
3. Familiarity with design requirements
4. Professional staff

B. Quality of previous projects performed for the City of St. Charles or MoDOT describing what past project delivery has been:

1. On Time
2. On Budget
3. With Quality

C. Recent Experience:

1. Provide a list of your firm's last five similar projects*.

2. Record of project time – estimate vs. actual for design and construction.
3. Accuracy of construction cost estimates for the previously listed projects. Include the engineers estimate, low bid, and final construction cost.
4. Name of the representative project manager(s) for your firm on each described project.
5. Please describe your experience coordinating with regulatory agencies on similar projects.

D. Community Relations:

1. Experience with community relations including evidence of sensitivity to citizen concerns (i.e., reaction to neighboring and concerned citizen comments reflected in design change and/or public explanation, etc.)
2. Explanation of community relations approach for this project

E. Technical Approach:

Describe your firm's technical approach to the project including how your firm can achieve the project goals, deal with the project conditions, and meet the project standards. Include any other project information you may feel is relevant or important for consideration.

F. Current workload and adequate staffing:

1. Provide a list of current projects and their anticipated completion schedules.
2. Provide your firm's anticipated design schedule this project.

G. Quality assurance and control:

Describe methods or procedures your firm has used to provide assurance and control of quality on past projects and include how your firm will achieve quality for this project.

H. Project Management approach:

Describe the project management approach your firm will employ on the project to effectively manage the project budget and schedule.

I. Include any other information your firm may feel is pertinent.

* Regarding reference projects, information submitted must include project sponsoring agency name, address, and phone number; and a contact person with phone number (if different than above) is desirable.

In order for your response to be considered the following must be received no later than 2:00 p.m., local time, February 25, 2014:

- 3 copies of your Statement of Qualifications
- 1 copy of your Affidavit of Compliance with the federal work authorization program
- 1 copy of your E-Verify Memorandum of Understanding

Submittals should be clearly labeled as **Preliminary Engineering Initiatives for an I-70 Bicycle / Pedestrian Facility Project.**

Submit information to:

Brad Temme, P.E.
Project Manager
City of St. Charles
200 North Second Street, Room 202
St. Charles, MO 63301

We thank you for your interest in this project and should you have any questions, please feel free to contact me at 636-940-4617, via email at brad.temme@stcharlescitymo.gov.

Sincerely,



Brad Temme, P.E.
Project Manager

Cc: Kevin Corwin, P.E., PLS, City Engineer
Eric Allmon, P.E., Sr. Project Manager – Design

Enclosures:

Project Location Map
Exhibit A to the Project Funding Agreement
Project Charter
Scoring Criteria for Selection



Public Works Department Project Charter

Project Name: I-70 Bicycle / Pedestrian Facility Feasibility Study
Department: Public Works
Division: Engineering
Project Number: 12STR83
Account Number: 420-500-501-873-103
412-500-501-873-103

Prepared By

Document Owner(s)	Project/Organization Role
Brad Temme	Project Manager

Project Charter/PMP Version Control

Version	Date	Author	Change Description
Charter V1	8/2/13	Temme	<ul style="list-style-type: none"> Initial Charter Creation

Online Project Plan

Status	Date	Author	Details
Planning	8/2/13	Temme	<ul style="list-style-type: none"> ProjectManager.com setup

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1 PROJECT CHARTER/PMP PURPOSE

The project charter defines the vision, goals, scope, objectives, constraints, and overall approach for the work to be completed as part of this project. It is a critical element for initiating, planning, executing, controlling, and assessing the project. In addition, it serves as an agreement between the Project Team stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

2 PROJECT PURPOSE AND OVERVIEW

The Bicycle / Pedestrian Bridge Facility advances the long-range goal of interconnectivity of the trail system between St. Louis and St. Charles Counties and will enhance the use of trails and become an integral part of the Great Rivers Greenway "River Ring" concept, and will advance connectivity of the trail system between Creve Coeur County Park and parks in the Cities of Bridgeton and St. Charles and the Katy Trail. This project is a feasibility study to evaluate the alternatives and impacts for a proposed bicycle / pedestrian crossing of the Missouri River.

3 PROJECT TEAM

Project Team Role	Project Team Member(s)	Contact Information
Project Sponsor Representative	Gary Elmestad	636-441-7186 gelmestad@aol.com
Project Manager (City of St. Charles)	Brad Temme	636-940-4617 brad.temme@stcharlescitymo.gov
Senior Project Manager (City of St. Charles)	Eric Allmon	636-949-3353 eric.allmon@stcharlescitymo.gov
City Engineer (City of St. Charles)	Kevin Corwin	636-949-3237 kevin.corwin@stcharlescitymo.gov
GRG Representative	Patrick Owens	314-932-4902 powers@grgstl.org
MoDOT Representative	Tom Evers	636-240-5277 thomas.eversjr@modot.mo.gov
Bridgeton Representative	Walt Siemsglusz	314-739-5599 walts@bridgetonmo.com
Maryland Heights Representative	Mark Levin	314-738-2201 mlevin@marylandheights.com
Design Consultant	TBD	

3.1 [PMP – Organizational Chart]

Attach Org. Chart Exhibit

3.2 [PMP – Communications Plan]

Attach and/or specify online

4 PROJECT SCOPE STATEMENT

4.1 Goals and Objectives

Goals	Objectives
Preferred Alignment	<p>Study must address the 3 locations specified in the program agreement:</p> <ul style="list-style-type: none"> • A separated pedestrian bicycle facility on the eastbound I-70 Bridge over the Missouri River • A separated pedestrian bicycle facility built on the Discovery Bridge of Missouri Route 370 • An independent pedestrian bicycle facility utilizing the alignment and abutment of the old Missouri Route 115 Bridge connecting directly from Riverwoods Park to Downtown St. Charles
Construction Concept	<ul style="list-style-type: none"> • Plan for mitigating traffic impacts • Plan for mitigating environmental impacts • Plan for staging and constructing the project
Major Construction Elements	<ul style="list-style-type: none"> • Structural construction materials • Aesthetics of construction materials • Sustainability of construction type • Traffic induced vibrations • Low impact construction materials • Existing beam strengthening and girder spans • Templates of connecting trails
Maintenance and Security Issues	<ul style="list-style-type: none"> • Project impact on snow removal • Project impact on structural integrity inspections • Project impact on drainage • Project impact on bridge painting • Project impact on repair operations • Project safety for pedestrians and bicyclists • Project safety for vehicular traffic on the structure • Responsibilities for long term maintenance
Connectivity	<p>Connectivity to existing bicycle and pedestrian facilities:</p> <ul style="list-style-type: none"> • Katy Trail connection

	<ul style="list-style-type: none"> • Riverwoods Park connection • Earth City Levee Trail connection • Creve Coeur Park Trail connection • Nearby street sidewalks connections
Environmental Classification Documentation	<ul style="list-style-type: none"> • Preparation of the appropriate Environmental Classification documentation for the preferred alternative
Preliminary Construction Cost Estimate	<ul style="list-style-type: none"> • Construction cost estimate shall be prepared for all 3 alignment alternatives

4.2 Statements of Work (SOW)

SOW	Owner/Prime	Due Date/Sequence
Program Agreement	Temme	1/14/2014
Consultant Solicitation	Temme	2/25/2014
Select Consultant	Project Team	3/25/2014
Design Contract Approval	Temme	5/15/2014
Prefinal Concept Plan Submittal	Consultant	9/25/2014
Final Concept Plan Submittal	Consultant	11/14/2014
Concept Plan Approval	Temme	12/3/2014
Final Close Out	Temme	12/31/2014

4.3 Milestones and Deliverables

Milestone	Deliverable
1. Program Agreement	<ul style="list-style-type: none"> • Executed program agreement
2. Consultant Contract	<ul style="list-style-type: none"> • Executed contract
3. Draft Concept Plan Submittal	<ul style="list-style-type: none"> • Concept plan documents as required by the program agreement
4. Concept Plan Final Submittal	<ul style="list-style-type: none"> • Concept plan documents and design memorandum as required by the program agreement • Environmental document submittal
5. Concept Plan Approval	<ul style="list-style-type: none"> • Letter of approval from all project sponsors • Environmental document approval by FHWA
6. Final Close Out	<ul style="list-style-type: none"> • Letter of project completion

4.4 Out of Scope

This project will not study the westbound I-70 bridge, include permitting, right-of-way acquisition, or preliminary design plans.

4.5 Project Funding

Source	FY 2013	FY 2014	FY2015	Confidence Level
St. Charles	\$50,000	\$	\$	High
GRG	\$50,000	\$	\$	High
Maryland Heights	\$50,000	\$	\$	High
Bridgeton	\$50,000	\$	\$	High
MoDOT	\$33,904	\$	\$	High

4.6 [PMP – Work Breakdown Structure]

Specified online.
Attach Executed Contracts

4.7 [PMP – Time Management Plan]

Managed online. Schedule shall be updated as frequently as weekly

4.8 [PMP – Cost Management Plan]

Cost estimates shall be stored online and provided at completion of the following tasks:
Prefinal Concept Plan – 3 alternatives
Final Concept Plan – 3 alternatives

4.9 [PMP – Change Management Plan]

Managed online.

5 PROJECT CONDITIONS

If an online project plan has already been created, issues and risks can be entered online with a printed summary attached to the project charter/PMP.

5.1 Issues List

#	Description	Impact*	Priority*	Owner	Proposed Resolution
1	Bicyclist / Pedestrian Safety	High	High	Consultant	Consultant will ensure that the proposed design will be safe for all users.
2	Vehicular Motorist Safety	High	High	Consultant	Consultant will ensure that the proposed design will be safe for all users.
3	Environmental Impact	High	High	Consultant	Consultant will consider the environmental impact of each alternative, initiate FHWA environmental clearance documents of the accepted alternative, and determine the feasibility of receiving all the required environmental clearances.
4	Traffic Impact	High	High	Consultant	Consultant will consider the disruption to the traveling public during construction and maintenance of the improvements and determine the extent of the measures necessary to address the issue safely.
5	Structural Capacity	High	High	Consultant	Consultant will consider the necessary structural improvements required for the addition of the bicycle pedestrian facility.
6	Aesthetics of Improvements	Medium	Medium	Consultant	Consultant will consider alternate aesthetic improvements for the project.
7	User Comfort with Alternatives	High	Medium	Consultant	Consultant will consider how comfortable the users will be with each design alternative, including the influence of traffic induced vibrations, and proximity to traffic.
8	Life Cycle of Improvements	High	Medium	Consultant	Consultant will examine how long the improvements will last.
9	Maintenance of Improvements	Medium	Medium	Consultant	Consultant will quantify the maintenance impacts of each design alternative for both the new structure and the existing adjacent facilities.
10	Drainage impacts of Improvements	Medium	Medium	Consultant	Consultant will ensure adequate drainage design for the improvements and

#	Description	Impact*	Priority*	Owner	Proposed Resolution
					adjacent existing structures.
11	Connectivity to the Katy Trail	High	Medium	Consultant	Consultant will design the alternatives for connectivity to the Katy Trail.
12	Connectivity to Riverwoods Park	High	Medium	Consultant	Consultant will design the alternatives for connectivity to Riverwoods Park.
13	Connectivity to Creve Coeur Park Trail	High	High	Consultant	Consultant will design the alternatives for connectivity to Creve Coeur Park Trail.
14	Connectivity to Earth City Levee Trail	High	Medium	Consultant	Consultant will design the alternatives for connectivity to the Earth City Levee Trail.
15	Connectivity to the nearby street sidewalk networks	High	Medium	Consultant	Consultant will design the alternatives for connectivity to the nearby street sidewalk networks.
16	Cost of Construction	High	Medium	Consultant	Consultant will determine the approximate construction cost of each alternative.
17	Right-of-way availability	High	Medium	Consultant	Evaluate right-of-way impacts from existing GIS and / or land records.
18	Signage	Low	Medium	Consultant	Ensure compatibility with GRG themes and programs.

5.2 Risk Register

#	Description	Impact*	Likelihood*	Owner	Proposed Mitigation

*Risk and Issue Criteria:

Description	Impact	Priority	Likelihood
High	occurrence will have a substantial impact on the progress or result of the project	requires immediate follow-up and resolution	very likely to occur
Medium	occurrence will have an impact on the progress or result of the project, but within reasonable tolerances	requires follow-up before completion of next project milestone	may occur

Description	Impact	Priority	Likelihood
Low	occurrence will have only minor impacts on the progress or result of the project	requires resolution prior to project completion	probably will not occur

5.3 Stakeholder Input Summary

Name	Organization	Role	Interests
Tom Dempsey	State Senator	Elected Official	Providing the public with the improvements they need
Anne Zerr	State Representative	Elected Official	Providing the public with the improvements they need
Greg Budd	FHWA	Federal Oversight	Improved access and transportation while maintaining interstate travel
Tom Evers	MoDOT	Area Engineer	Improved access, transportation and economic development
Kurt Gribble	MoDOT	Bridge Engineer	Structural integrity of the improvements and existing structures
Mayor Sally A Faith	City of St. Charles	Project Sponsor / Representative	Improved access, transportation and economic development
Gary Elmestad	Gary Elmestad and Associates	Project Sponsor Representative	Improved access, transportation and economic development
Walt Siemglusz	City of Bridgeton	Representative	Improved access, transportation and economic development
Mark Levin	City of Maryland Heights	Representative	Improved access, transportation and economic development
Patrick Owens	Great Rivers Greenway	Representative	Improved access, transportation and economic development

5.4 [PMP – Issue and Risk Management Plan]

Managed online

6 PROJECT STANDARDS

6.1 Standards

- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition 2012
- AASHTO LRFD Bridge Design Specifications, 6th Edition 2012 with 2013 Interim Revisions
- AASHTO Manual on Bridge Evaluation, 2nd Edition 2010, with 2013 Interim Revisions
- American Disability Act of 1990

6.2 Permits/Outside Approvals

- MoDOT Bridge Division Approval
- FHWA Approval

6.3 Notes

- Preliminary coordination with outside agencies (DNR, COE, EPA, MDC, U.S. Coast Guard, Levee District, etc.) and initiation of environmental clearance documents is required for this project, although the permitting of the construction project is not required as a deliverable.

7 APPROVALS

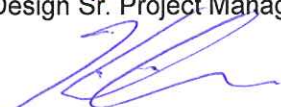
Prepared by


Project Manager

Approved by

Consultant


Design Sr. Project Manager


City Engineer


Public Works Director

8 APPENDICES

8.1 Project Map

8.2 Project Organization Chart

8.3 Default Project Reports

8.3.1 Status Report

(Generated Online)

8.3.2 Milestone Report

8.3.3 Cost Report

8.4 Executed Consultant Contract(s)

PRELIMINARY ENGINEERING INITIATIVES FOR AN I-70 BICYCLE AND PEDESTRIAN FACILITY PROJECT

OPTION 3
MO 370 CROSSING

OPTION 2
OLD ROUTE 115 CROSSING

OPTION 1
EB I-70 CROSSING



NOT TO SCALE

LOCATION MAP

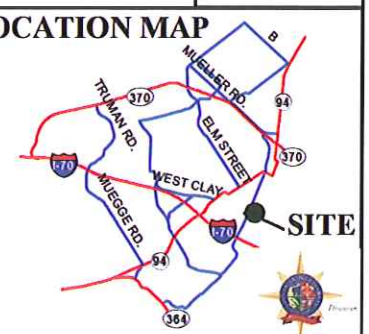


EXHIBIT A

Bicycle Pedestrian Bridge from City of St. Charles to the City of Bridgeton

Background:

Representatives from the City of St. Charles approached Great Rivers Greenway (GRG) Staff concerning GRG's interest in participating in an I-70 Bridge Bike Facility Study to understand the feasibility of designing a separated bike and pedestrian facility onto the eastbound I-70 Bridge over the Missouri River.

The Cities of Bridgeton, St. Charles and Maryland Heights are contributing \$50,000 each to the study. The communities' interest is to connect the Missouri River Greenway at Riverwoods Park and Trail in Bridgeton with the KATY Trail in St. Charles and to provide connectivity to trails in Maryland Heights and to St. Louis County's Creve Coeur Park.

The results of the feasibility study will be presented to the Great Rivers Greenway Board, MoDOT Officials, and the City Councils of Bridgeton, Maryland Heights and St. Charles. Each entity will review and consider the design and construction of the project to be a high priority on the St. Louis Regional Transportation Improvement Plan.

Separated Bicycle Pedestrian Bridge Feasibility Study:

The completed feasibility study shall utilize the American Association of State Highway and Traffic Officials (AASHTO) Guide for the Development of Bicycle Facilities, 4th Edition 2012 and include the following items as deliverables to all contributing parties GRG, and the Cities of Bridgeton, Maryland Heights and St. Charles:

- 1) **Alignment:** the feasibility study shall discuss the challenges and opportunities of building the separated bicycle and pedestrian facility in one of three different possible locations:
 - i) A separated pedestrian bicycle facility on the eastbound I-70 Bridge over the Missouri River;
 - ii) A similar separated bike/ped facility built on the Discovery Bridge of Missouri Route 370; and
 - iii) An independent bike and pedestrian bridge utilizing the alignment and the abutments of the old Missouri Route 115 bridge connecting directly from Riverwoods Park to Downtown St. Charles.
- 2) **Construction Concept:** In general, the construction concept will communicate how the new bridge or separated bicycle facilities on existing bridges will be staged, assembled and constructed giving consideration to concerns about the existing structures, on-going vehicular traffic on the existing bridges and the nautical traffic of the Missouri River and the natural environment surrounding the

structures. The construction concept will use the AASHTO LRFO Bridge Design Specifications, 6th Edition 2012 with 2013 Interim Revisions wherever possible and moreover, should utilize the AASHTO Manual on Bridge Evaluation, 2nd Edition 2010, with 2013 Interim Revisions.

- 3) **Major Construction Elements:** the feasibility study will review plausible construction materials to be utilized to achieve sound construction of the facility that is not only safe but also aesthetically pleasing. A discussion of the major construction elements should include but not be limited to the following: the trail/sidewalk deck material, the framing, the support, protective railing, and any need to strengthen existing beams and girder spans, existing tied arch and truss spans, and a dynamic evaluation of the traffic induced vibrations to the proposed trail/sidewalk additions. Sustainable building design and low impact design shall be considered.
- 4) **Maintenance and Security Issues:** the feasibility study will review and discuss any maintenance issues that will be impacted by adding the trail/sidewalk facility to one of the existing bridges including snow removal, structural integrity inspections, drainage, and bridge painting and repair operations. The safety and security of pedestrians and cyclists shall be considered foremost in the feasibility study and secondarily the safety and security of vehicles and any other mode of traffic utilizing the facility.
- 5) **Connectivity:** It is critical that the separated bicycle and pedestrian bridge facility is well connected to existing bicycle and pedestrian facilities. Trail connections from the Katy Trail, the Riverwoods Park and Trail and the Earth City Levee Trail will need to be addressed. In addition, pedestrian connections from existing sidewalks on nearby streets will also need to be addressed. The facility will need to be fully compliant with AASHTO Guidelines and be in complete compliance with the American Disability Act of 1990.
- 6) **Preliminary Construction Cost Estimate:** the estimate shall include a comparison for building the separated pedestrian bicycle facility on the existing Eastbound Blanchette Bridge of Interstate 70 and a similar separated facility built on the existing Discovery Bridge of Missouri Route 370. An additional preliminary cost comparison of building an independent bike and pedestrian bridge utilizing the alignment and the abutments of the old Missouri Route 115 bridge connecting directly from Riverwoods Park to Downtown St. Charles. The construction cost estimates will use the AASHTO Guidelines referenced above and (AASHTO) Guide for the Development of Bicycle Facilities, 4th Edition 2012.
- 7) **Deliverables:** In addition to the items mentioned above the following exhibits will need to be completed as well:

- a) 25 - 11" x 17" color copies of concept level sketches of the separated bicycle pedestrian facilities
- b) 3 - 30" x 40" color photo-realistic visualizations, showing views from the user's perspective and one view from the bank of the Missouri River
- c) Power Point or Prezi presentation to further present the existing conditions and explain the results, concepts and findings of the feasibility study.
- d) A list of plausible funding resources for the design and construction from not limited to federal state and local resources. Private and foundational or non-profit resources shall also be listed with some analysis of financing techniques for the funding (i.e. Community Improvement District or Transportation Development District, etc.).
- e) Economic Impact: A full analysis of the projected beneficial economic impact to the region based upon the construction jobs created and the benefits local businesses and residents from the additional recreational opportunities that will be generated by the facility.

